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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
 THRU : Chief, Plans and Policy Staff  
 FROM : Chief, Language and External Training School

DATE: 4 May 1955

SUBJECT: Weekly Activities Report #18

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 34 NO CHANGE  
 IN CLASS/EXERCISE/CLASS CHANGED TO: IS S C RET. JUST. 22  
 NEXT REV DATE 09 REV DATE 21 Dec 79 REVIEWER [ ] TYPE DOC. 25X1  
 NO. PGS 4 CREATION DATE \_\_\_\_\_ ORG COMP 11 OP 11 ORG CLASS C  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

1. Arabic proficiency test was given to four persons, including [ ] and [ ] (JOTs) who have just completed two years of intensive Arabic in Washington and Beirut. 25X1

2. Course in Bulgarian especially arranged at the FSI in September for four employees will be terminated, on request of supervisor, at the end of May, although the course is only about fifty percent completed. Progress has been much slower than anticipated due to a variety of identified causes.

3. Announcement of graduate courses and conference program of the SAIS summer program on Southeast Asia has been issued this week. This is a high-powered program including specialists from the US, the UK, Burma, Ceylon, India, Indonesia and the Philippines.

4. The School has assisted two branches in EE and one in FE with development of programs of English instruction both in and outside the Washington area. For this type of training, the School provides information as a consultant service but assumes no responsibility for programs.

5. Responding to a special request, a Russian proficiency test was given to one person.

6. Italian proficiency test was given to two people.

7. Staff study on objectives and policies governing external training is nearing the final draft stage. It will include an action paper, permitting prompt dissemination of statement of policy.

8. Statistical data to provide the basis and support for a statement of IETS personnel requirements is nearly ready for analysis.

9. PHS forms have been sent to [ ] with a view to employment with the IETS Slavic Studies Program. 25X1

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10. [ ] had his first regular bi-monthly interview with [ ] (JOT).

11. Course in Georgian arranged at SAIS especially for three persons from FDD will begin regular classes next week. Course will meet six hours a week, outside of official hours, for four months, with possibility of extension if warranted. Other components have been invited to participate.

12. An intensive course in Hindustani begins at FSI on 9 May.

13. Current enrollment in internal language training programs is 181; self-study, 76. The language laboratory was used for a total of 625 hours.

14. A demonstration on joint operations being held May 5 at Quantico will be observed by six senior officers representing all of the military services and ten reservists from Agency units. This particular demonstration was arranged originally for reservists attending the Fort Myer USAR School; however, Congressional members of the Armed Services Committees and dignitaries from the Department of Defense will also witness it.

15. The feasibility of affording opportunity to Agency personnel to participate in the correspondence study program of the Armed Forces Institute is being explored. Present policy permits only military personnel of the Armed Forces as students.

16. Evaluations received from the three OSI students who recently participated in the Guided Missile Familiarization Course conducted locally by the Bureau of Ordnance, Navy Department, are particularly enthusiastic.

17. A list of technical and trade schools in the local area is being compiled for internal use of the School. Many of the listed schools conduct training in vocational areas of expressed interest to elements of the Agency, particularly TSS and OCD.

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18. During the past week, [ ] advised or assisted TLO's from OSI, OCD, Logistics, TSS, FI, PPC and ORR, and conferred with Colonel [ ] OTR on external training matters.

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